

**College of Engineering, Computing and
Applied Sciences
REQUEST TO TRAVEL WITHIN US**

Name: _____ Purpose of Trip: _____

Destination: _____

Account #: _____

Leave Date: _____ Return Date: _____

How will Teaching load be handled while away:

Expense Breakdown

	Total	VISA	NOTES:
Lodging:	_____	_____	_____
Airfare:	_____	YES NO	_____
Registration:	_____	YES NO	_____
Other:	_____	_____	_____

Contact Information

Hotel _____
Hotel Phone _____
Cell Phone _____

Approvals

Supervisor _____ Date _____

Department Chair _____ Date _____

Routing: Submit completed form to departmental financial staff to file.

NOTE: Form must be completed and approved prior to making any travel plans (charges on P-card, reimbursements, etc)